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MEMORANDUM FOR: Chief, Plans and Policy Staff, TR

15 January 1958

THROUGH : Executive Officer, TR

SUBJECT : Weekly Activity Report No. 2
Instructional Services Branch
8 January - 14 January 1958

Document No. 784 30

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 15 March 1978

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I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

A. Audio Aids Section

1. In the past week, 67 requests for service were received, 53 films were procured, and 48 films were projected running a total of 96 hours.
2. The amplifier for the 16 mm projectors in the booth [] went out of order on 14 January during a screening of a film for the Operations Support Course []. The last quarter of the film had to be projected from the floor of the auditorium.

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This is the second or third time that equipment failure has occurred during a show []. However, this was the first time the amplifier failed. The equipment is now being overhauled in the shop to correct the cause of failure.

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B. Film Production

1. Caching Film

A showing of this film was held on 10 January for all the actors who participated in production and for six representatives from TSS.

2. Logistics Film

The contract editor reports that satisfactory progress is being made on the editing of this film and feels that a rough cut will be available for showing in approximately two weeks.

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B. Film Production (Cont.)

3. Security Film

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[] reports that a second draft of this film was submitted [] Scripting on the third draft has begun.

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4. Intelligence Process Film

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5. Sound Stage

C/ISB, [] attended a meeting with Chief, Motion Picture Service, USDA, and his staff on 14 January in his office to discuss the possibility of our Film Unit using the Department of Agriculture sound stage for our future film productions. Unfortunately, the meeting was unsuccessful for two reasons: 1) reluctance on their part to schedule the sound stage for our use in excess of one day at a time; 2) location of their laboratory facilities directly beneath the sound stage which create constant equipment noise to such a degree that use of the stage would be impractical for our purposes.

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6. Construction of Agency Building

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As the result of a suggestion made [] C/ISB contacted [] of the Building Planning Staff to advise him of the availability of OIR motion picture facilities which might be used in connection with recording progress in construction of the new Agency headquarters. Consequently, a meeting was arranged and the matter thoroughly discussed with [] Chief, Building Planning Staff, and [] on 9 January.

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[] in turn discussed the matter with the DDS and it was decided that [] would call upon the Film Unit to record on movie film significant changes as they occur during the construction period. One of the principle uses to which the footage will be put will be to keep the DCI and other top level Agency personnel advised of construction progress making it unnecessary for such persons to actually visit the site.

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B. Film Production (Cont.)

7. Audio-Visual Requirements in New Building

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[] Chief, Building Planning Staff, has requested that C/ISB and C/AAS accompany him on a trip to New York City on 20 January to discuss with the architect the equipment which the Agency will require in the auditorium of the new building. It is hoped that arrangements can be made to include soundproof recording facilities which will enable the Film Production Unit to make sound recordings at the site rather than having to depend on availability and use of other Agencies' facilities. The Building Planning Staff has requested that these OTR representatives make recommendations as to the type of projection equipment required in an auditorium of this size. This has been coordinated also with the office of the DDS.

C. Visual Aids Section

1. Completed Projects

a. Intelligence School

- (1) Approximately twenty-five 20" X 30" charts fixed with grommets for display []
- (2) Office of Communications display consisting of seven 30" X 40" boards with title cards and banner.
- (3) Transparency board for O/O exhibit (this item is a light box constructed to display ten 4" X 5" transparencies); entire O/O display near completion.

b. Operations School

Seven nameplates completed.

c. A&E

Two roughs completed and approved for conversion into charts, 30" X 40" and 40" X 60". Titles are "A&E Testing Programs" and "Psychological Assessment".

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3. Visual Aids Section (Cont.)

2. Current Projects

a. Intelligence School

- (1) Wall map (nine sheet WCNB) to be mounted for display in R&S Auditorium, 50% complete.
- (2) "Studies in Intelligence" with six illustrations prepared for printer, 90% complete.

b. School of International Communication

Three world maps ordered and received for artwork including eight illustrations and linework. These are to become part of "Chamber of Horrors" exhibit which also includes approximately one dozen posters.

c. Language and Area School

One map of France ordered and received for artwork. One hundred copies will be printed for use as area study work map.

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